King County

Quick Reference Guide

Manage Time Approval

PeopleSoft Version 8.9 (Bi-Weekly)

Quick Reference Guides
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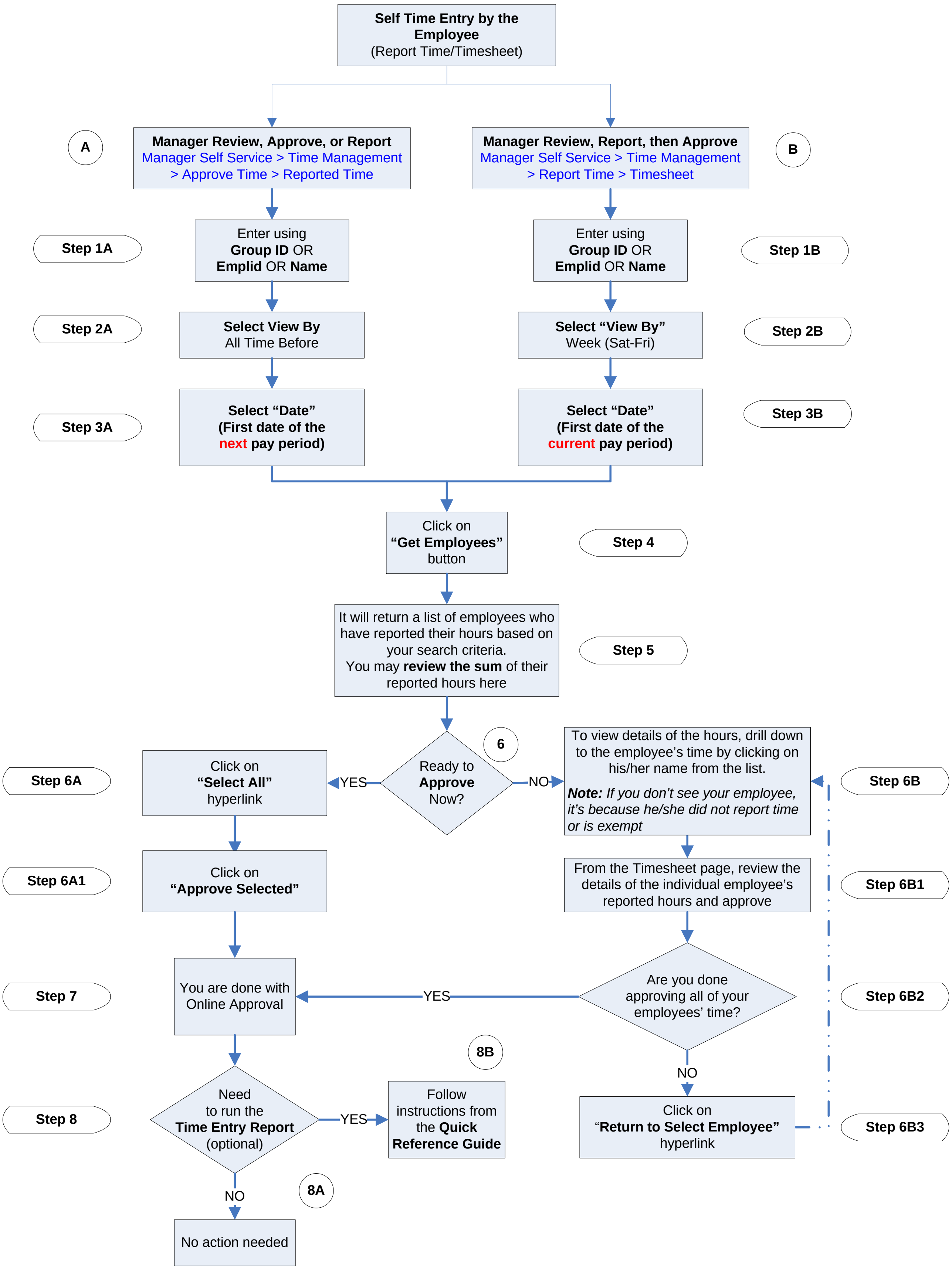
Quick View Flow Chart

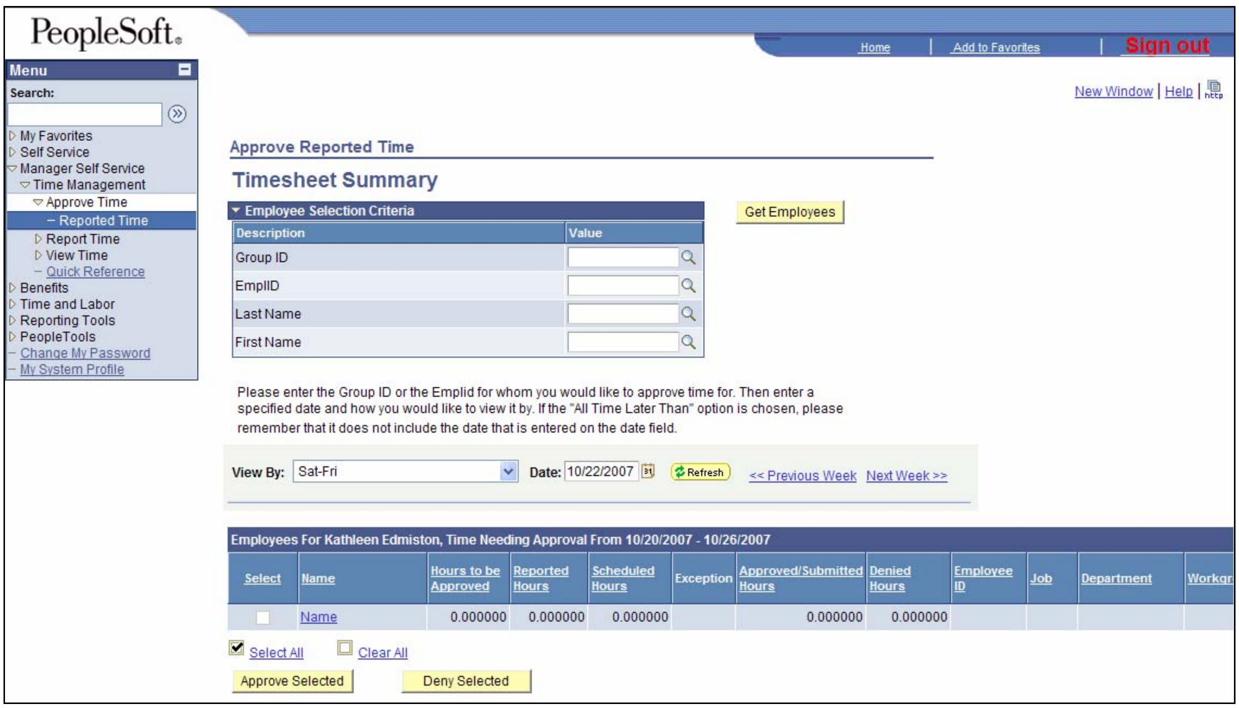


A. Approve Time for ALL Employees

You may approve time **ALL at once** that is reported by your employees.

Go to: Manager Self Service > Time Management > Approve Time > Reported Time

This is how your landing page will look:

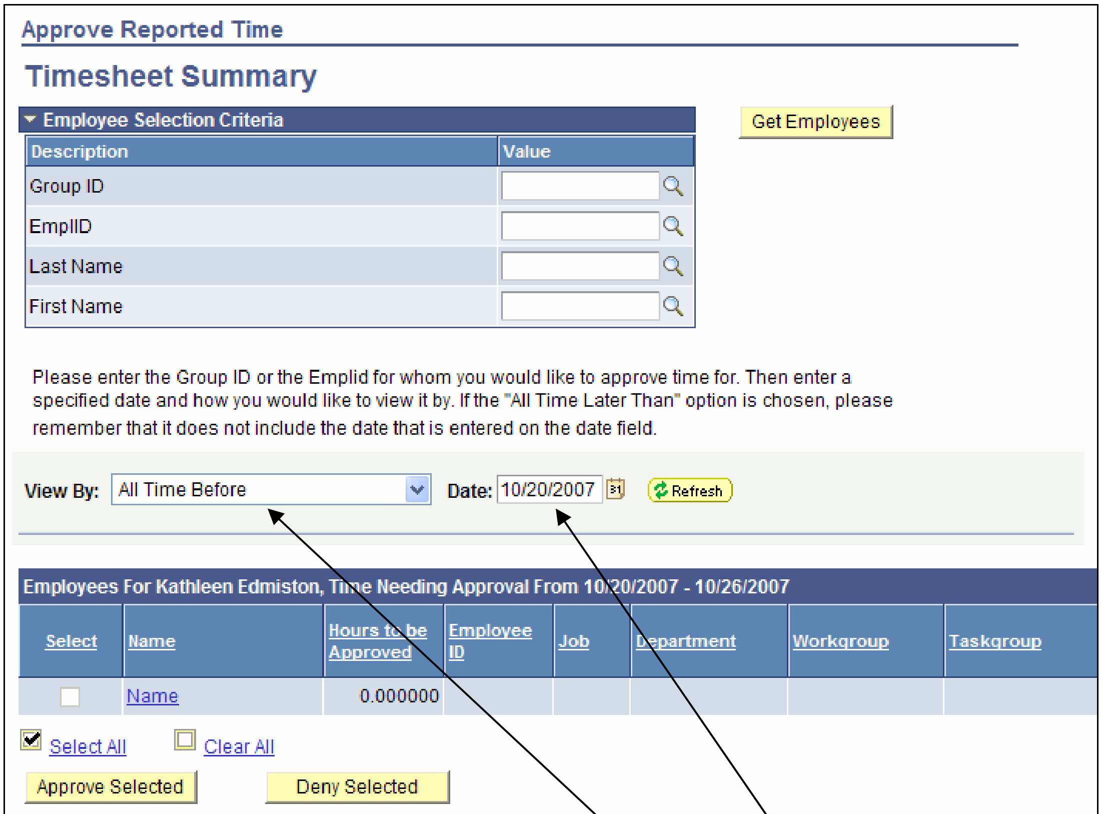


Step 1A Once on the landing page, you may search your employee(s) by these options:

<u>By Group ID</u> – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

<u>Other Options:</u>

- By Employee ID – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- By Last Name – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
- By First Name - Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".



Step 2A In the "**View By**" **field**, select: "**All Time Before**"

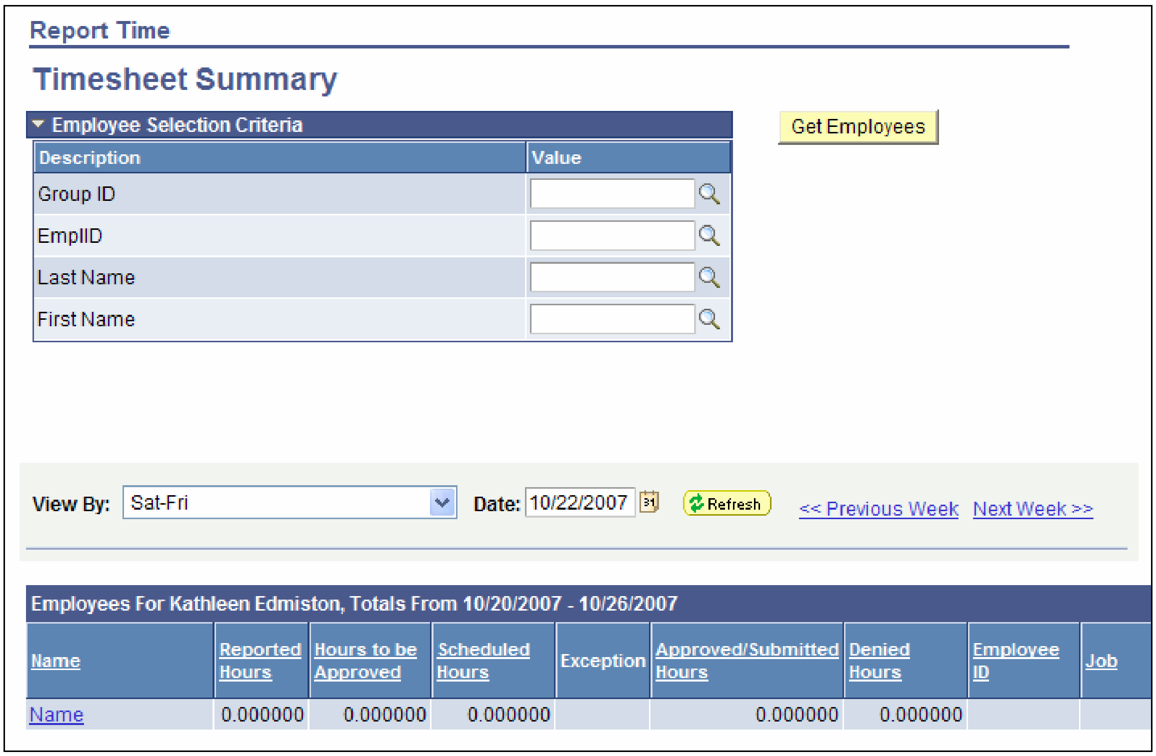
Step 3A In the "**Date**" field, select: The **FIRST DATE of the Next pay period.**
This will select up all time for your employees in the Current Pay Period.
Skip to **STEP 4** (on page 8)

B. Review, Approve, or Report Time for your employees

You may approve time by reviewing the details of the hours reported by your employees.

Go to: Manager Self Service > Time Management > Report Time > Timesheet

This is how your landing page will look like:



Step 1B Once on the landing page, you may search your employee(s) by these options:

<u>By Group ID</u> – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

<u>Other Options:</u>

- <u>By Employee ID</u> – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- <u>By Last Name</u> – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
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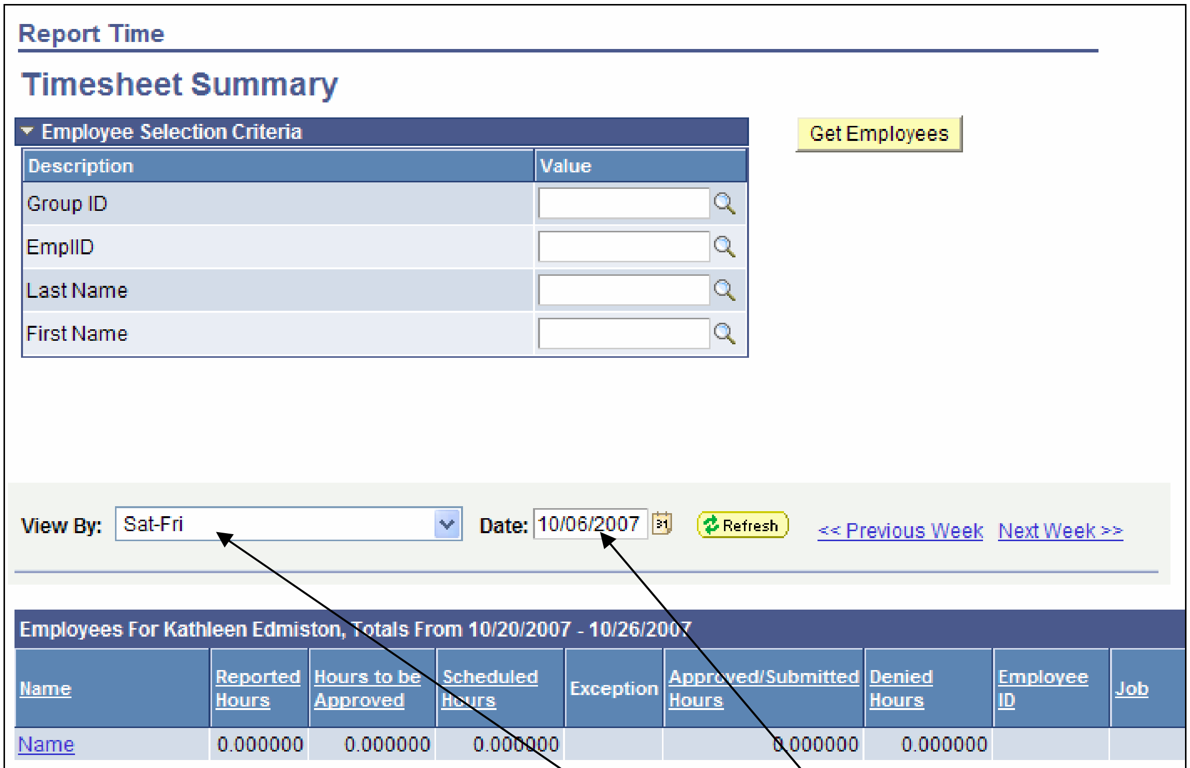


Step 2B In the "**View By**" **field**, select: "**Sat-Fri**"

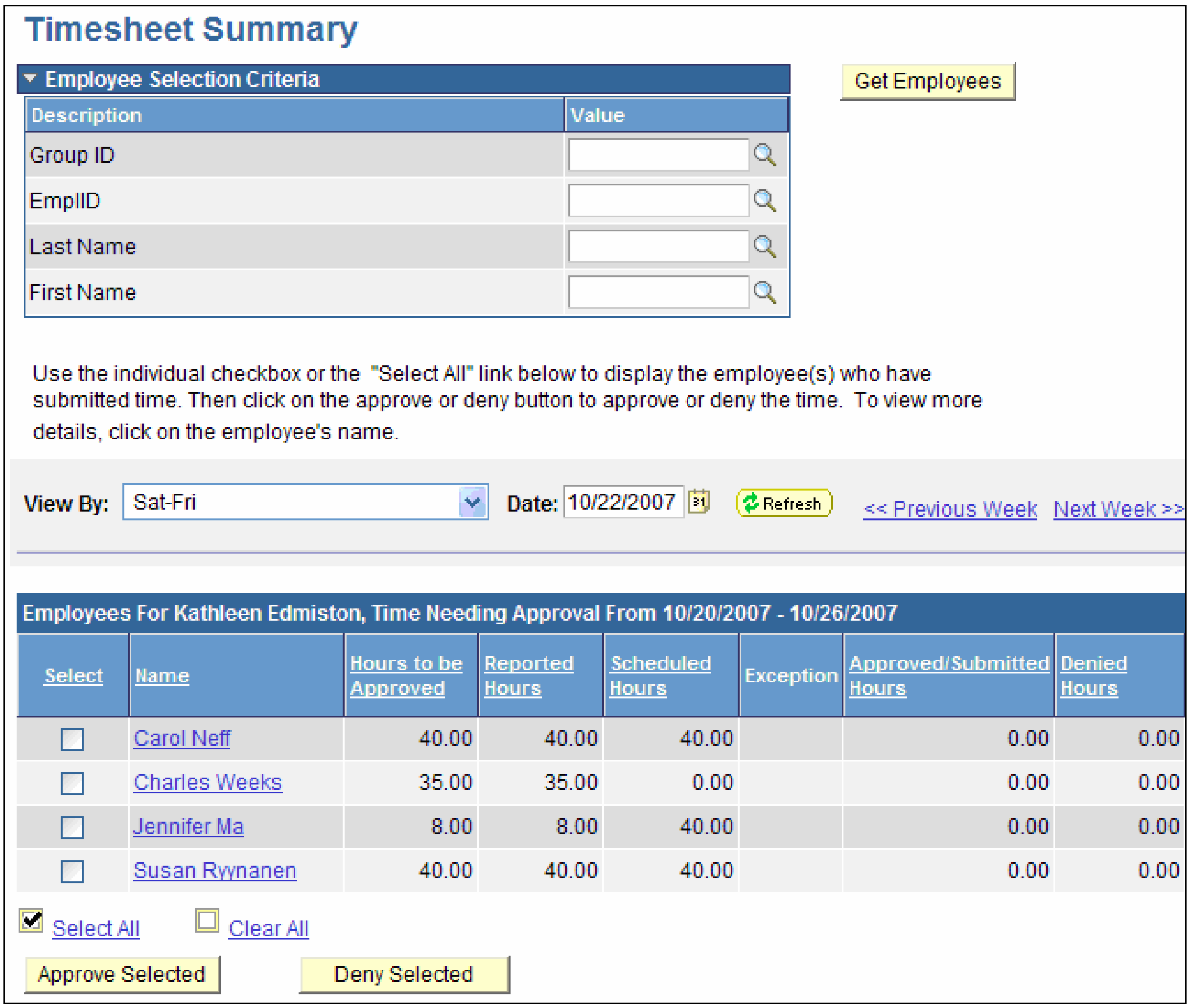
Step 3B In the "**Date**" field, select the **FIRST DATE of the current pay period.**
This will select up all time for your employees in the Current Pay Period.

Step 4 Click Get Employees
If you hit the "Enter" key on your keyboard, it will not do anything.

Step 5 The return list will display ALL employees who have reported their hours and now require approval, in the Group ID that matches your search criteria.
You may **review the sum** of their reported hours here

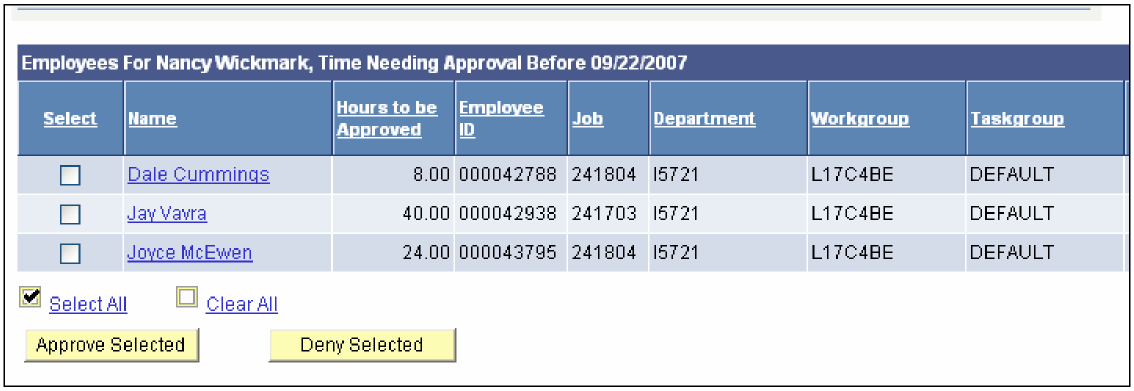
Step 6 Ready to **Approve** Now?
If "**Yes**" then go to "**Step 6A**",
If "**No**" then skip to "**Step 6B**"

Step 6A From the return list, select on the name of the employee that you wish to review.



Step 6A1 From the return list, click the "**Select All**" hyperlink and click on "Approve Selected" button if you are ready to approve ALL hours for ALL your employee(s). To see the details for each employee, click on the employee name. It will take you to the Timesheet Page.
Skip to Step 7

Step 6B From the return list, select on the name of the employee that you wish to review.

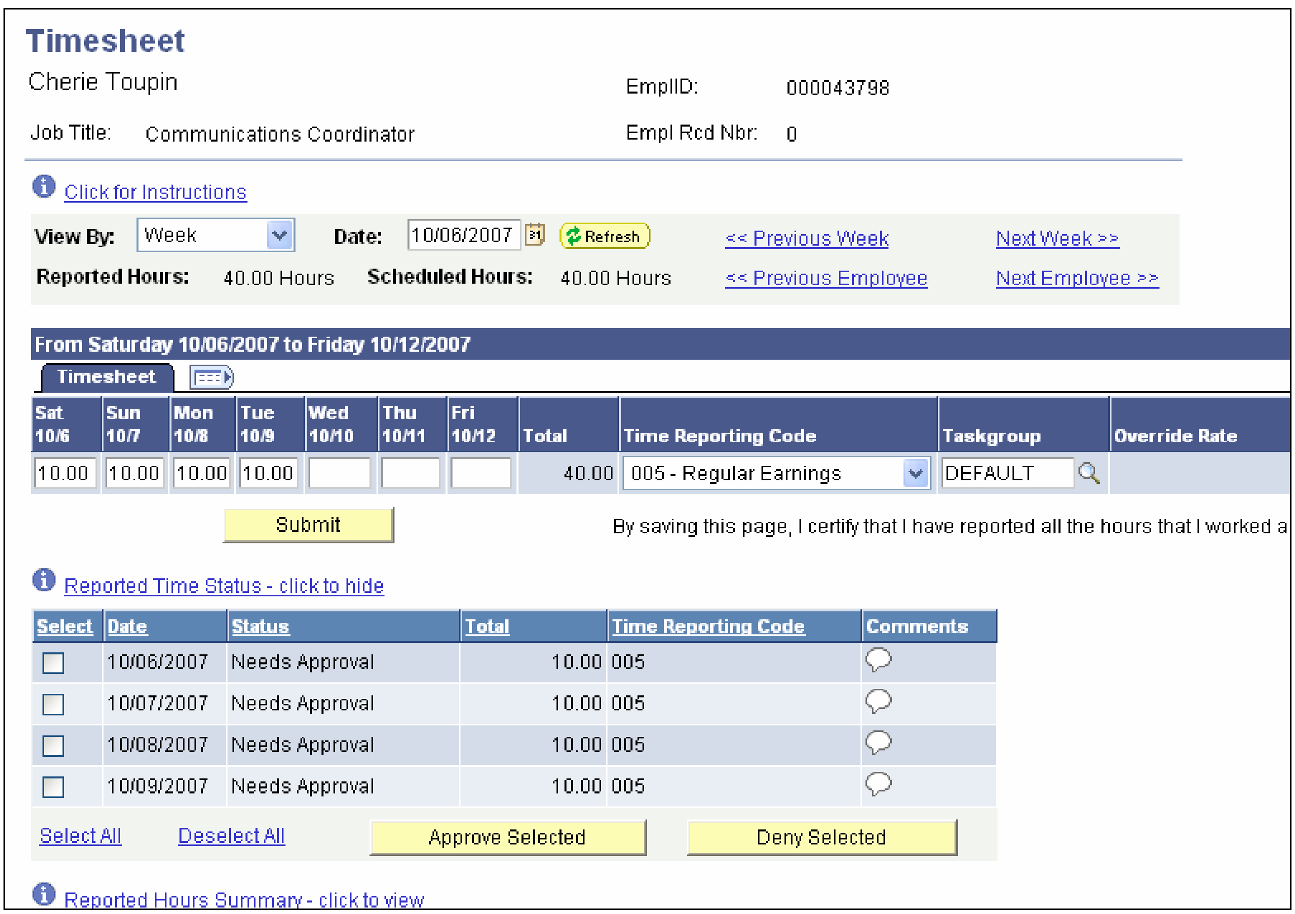


If you do not see an employee that you expected to see, it is possible that the employee did not report any time or that your employee is EXEMPT and did not have any exception time.

Once you click on the employee's name, it will take you to the Timesheet page.

Step 6B1 Timesheet Page

On this page, you may **review, report** then **approve** time for your employee.



NOTE: The default view for this page displays a week at a time. You may choose to review for the entire 2 week pay period. To do so, go to “View By” field and choose “Time Period”.

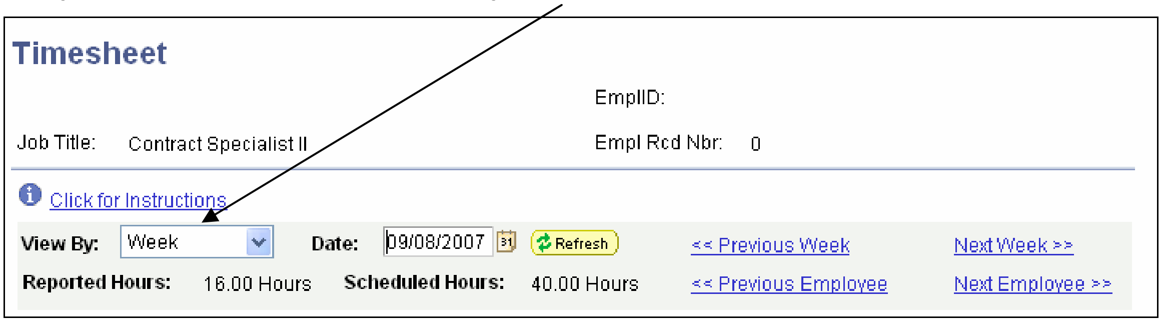
To report time for your employee(s), follow instructions from Quick Reference Guide and navigate to: Manager Self Service/Time Management/Report Time/Timesheet

- Review the time carefully
- If you wish to make any corrections to the time, you may do so on this page
- When you are ready to approve the time, select the row(s) that you would like to approve time on
  - To select individual days, click on the checkbox to the left of the date
  - To select everything, click on the “Select All” hyperlink
  - To unselect, click on the checkbox again or “DeSelect All”
- Then click on Approve Selected

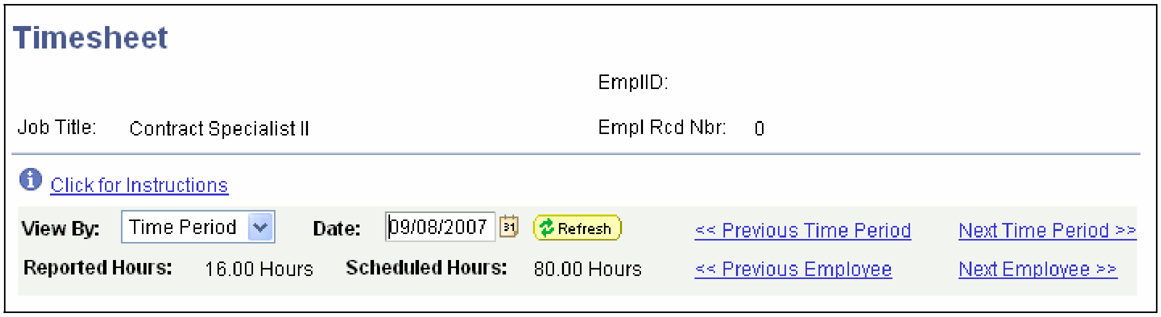
NOTE: If you click on Deny Selected or if you do not approve the hours, it will not be processed by payroll. **It is your responsibility to notify your employee or timekeeper immediately of the situation.** The system will not do anything other than to change the status to “Denied”.

The following are special instructions for navigation on the page:

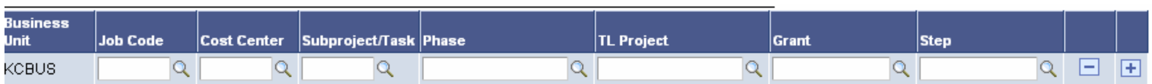
- If you have selected the “View By” Week:



- “Previous Week” hyperlink will take you to the week before.
- “Next Week” hyperlink will take you to the following week.
- “Previous Employee” hyperlink will take you the previous employee from the return values on the search page.
- “Next Employee” hyperlink will take you to the next employee from the return values on the search page.
- If you have selected the “View By” Time Period:



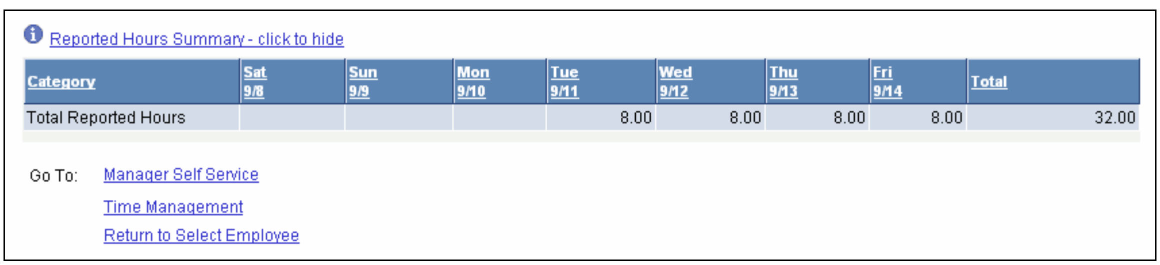
- To see the previous pay period, click on the “Previous Time Period” hyperlink
- To see the next pay period, click on the “Next Time Period” hyperlink



- To add a row, scroll all the way to the right and click on the “+” sign
- To delete a row, scroll all the way to the right and click on the “-“ sign
- To view the total of hours per day and per week, click on the hyperlink below:
  Reported Hours Summary - click to view

Step 6B2 Are you finished approving all your employee’s time?
If “**Yes**” then skip to “”**STEP 7**”
If “**No**” then go to “**Step 6B3**”

Step 6B3 It will then expand the details:



Click on “Return to Select Employee” if you wish to return to the search page listing.

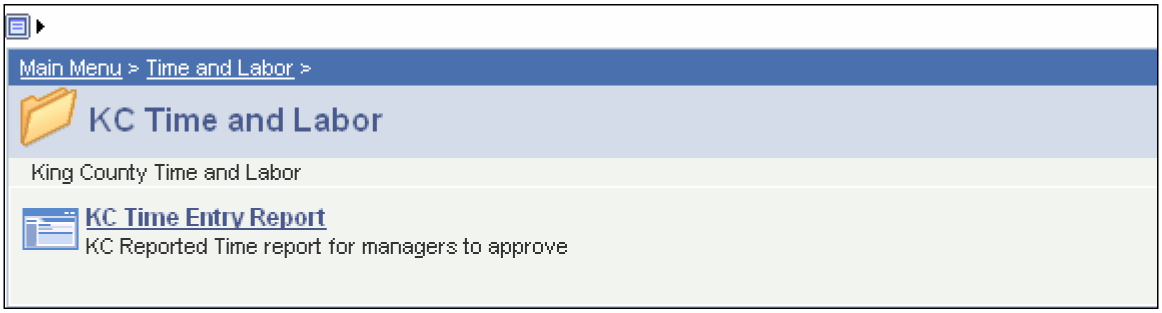
Step 7 You have **completed the Online Approval**

Step 8 Do you need to run the **Time Entry Report**?
If “**Yes**” then go to “**Step 8A**”,
If “**No**” then skip to “**Step 8B**”

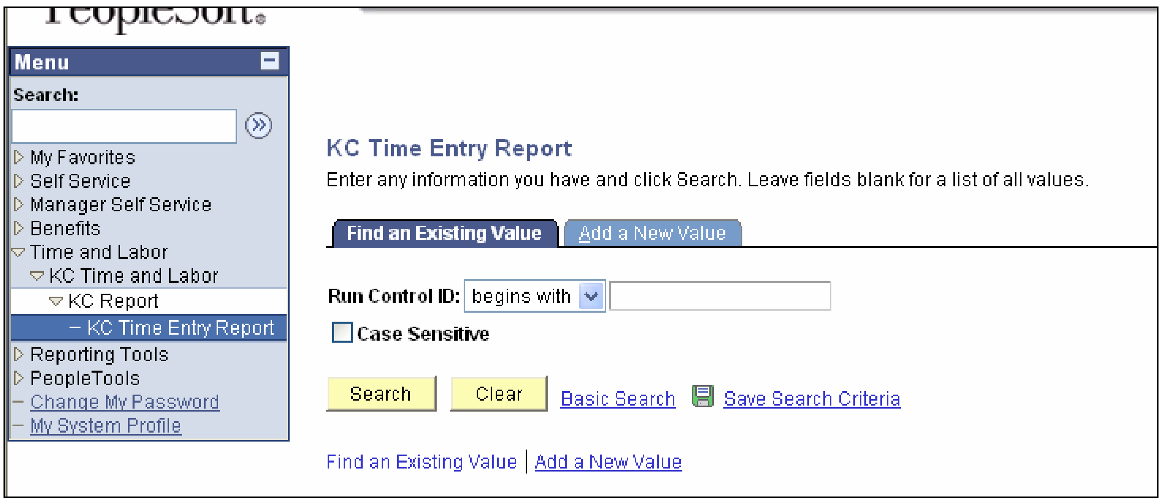
Step 8A No Action needed, you have **COMPLETED the process.**

Step 8B Run Time Entry Report

Go to: Time & Labor > KC Time & Labor > KC Report > KC Time Entry Report



This is how your landing page will look like:

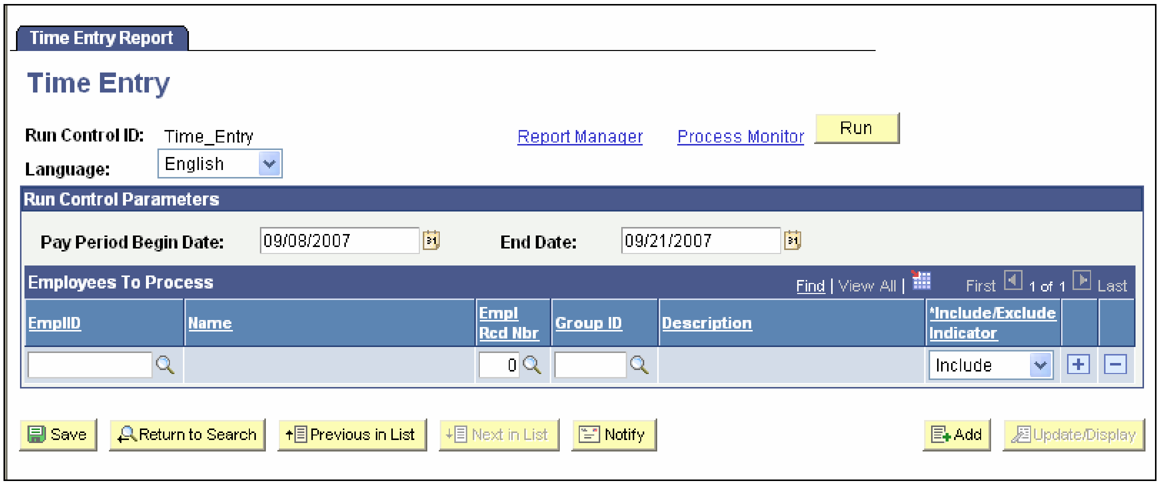


- Click on the yellow "Search" button

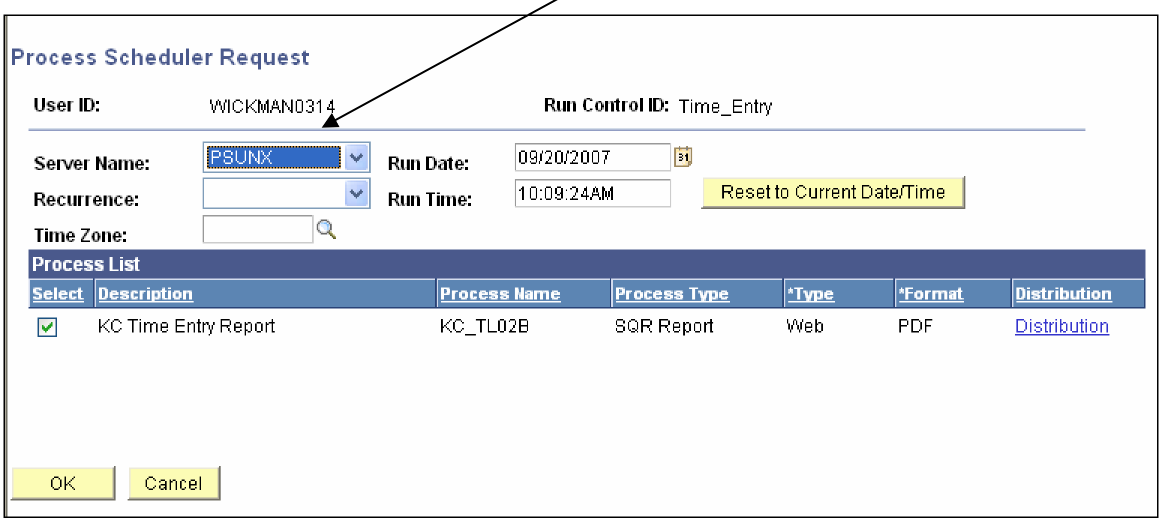
  This will tell you if you had an existing run control.

  - If you had no run control - "No matching Entries Found"
  - If you had only one run control - It will take you directly to the page
  - If you had multiple run control - Select the one that you wish to use

- To create a new run control – Skip this if you already had a run control (go to the next bullet)
  - Click on "Add a New Value" tab
  - Name the run control as you wish without spaces. If you need to do spaces, use the underscore
  - Click on the "Add" button

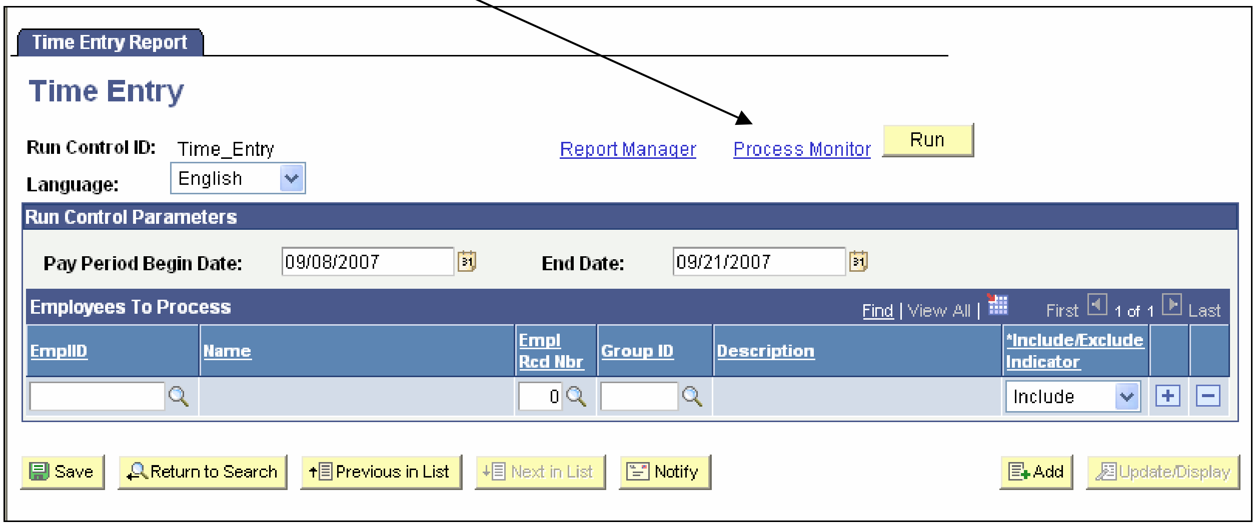


- Enter a valid pay period begin date
- Enter a valid pay period end date
- Add all employees that you wish to run the report for in the Emplid field
  Once you tab out of the field, it will remove the Group ID field
- Add all the groups that you wish to run the report for in the Group ID field
  Once you tab out of the field, it will remove the Emplid field
- Click on the "SAVE" button at the bottom
- Click on the "RUN" button at the top
- On the Server Name field, select "PSUNX"

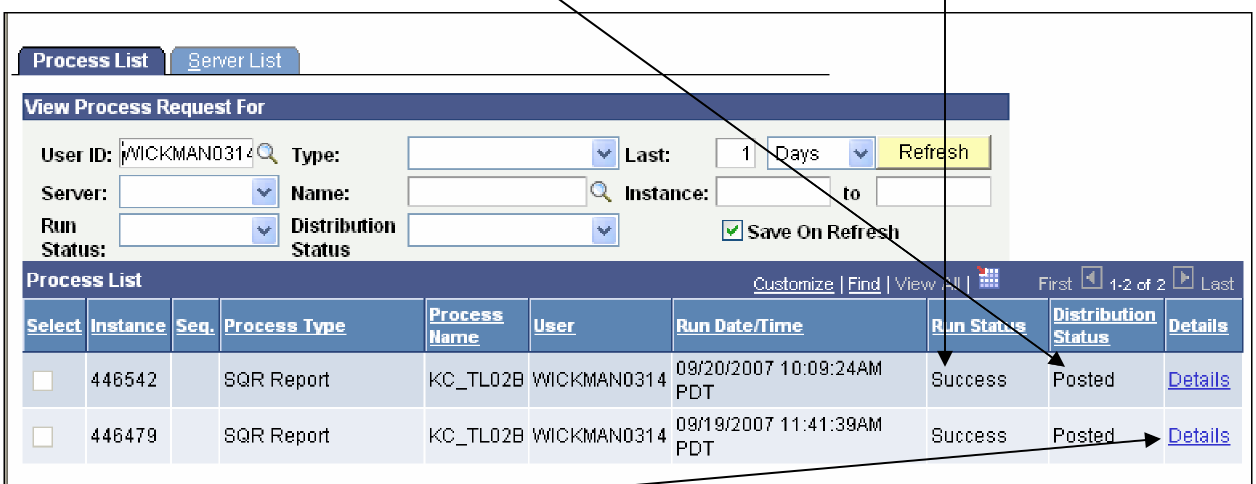


- Click on the "OK" yellow button
  The button will take you back to the Time Entry report page

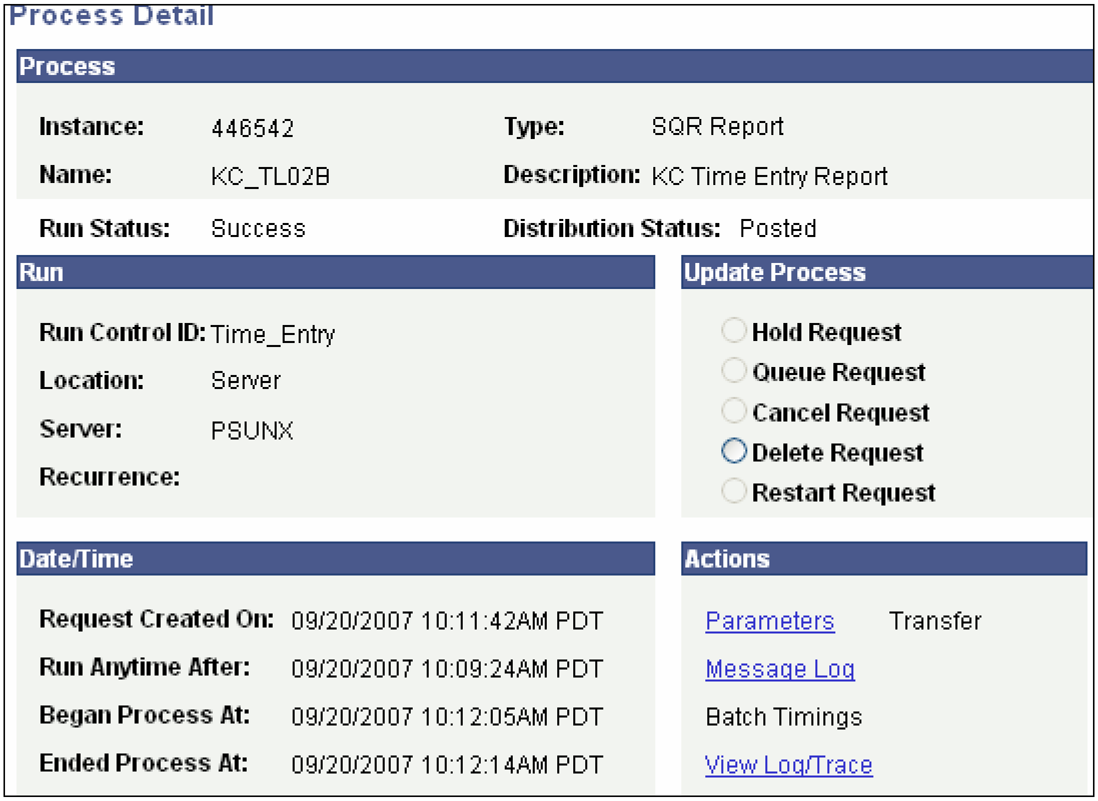
Click on the “Process Monitor” hyperlink



- Click on the “Refresh” button until the Run Status says “Success” and the Distribution Status says “Posted”



- Click on the “Details” hyperlink to retrieve your PDF report



Process Detail

Process

Instance: 446542 **Type:** SQR Report

Name: KC_TL02B **Description:** KC Time Entry Report

Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: Time_Entry

Location: Server

Server: PSUNX

Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 09/20/2007 10:11:42AM PDT

Run Anytime After: 09/20/2007 10:09:24AM PDT

Began Process At: 09/20/2007 10:12:05AM PDT

Ended Process At: 09/20/2007 10:12:14AM PDT

Actions

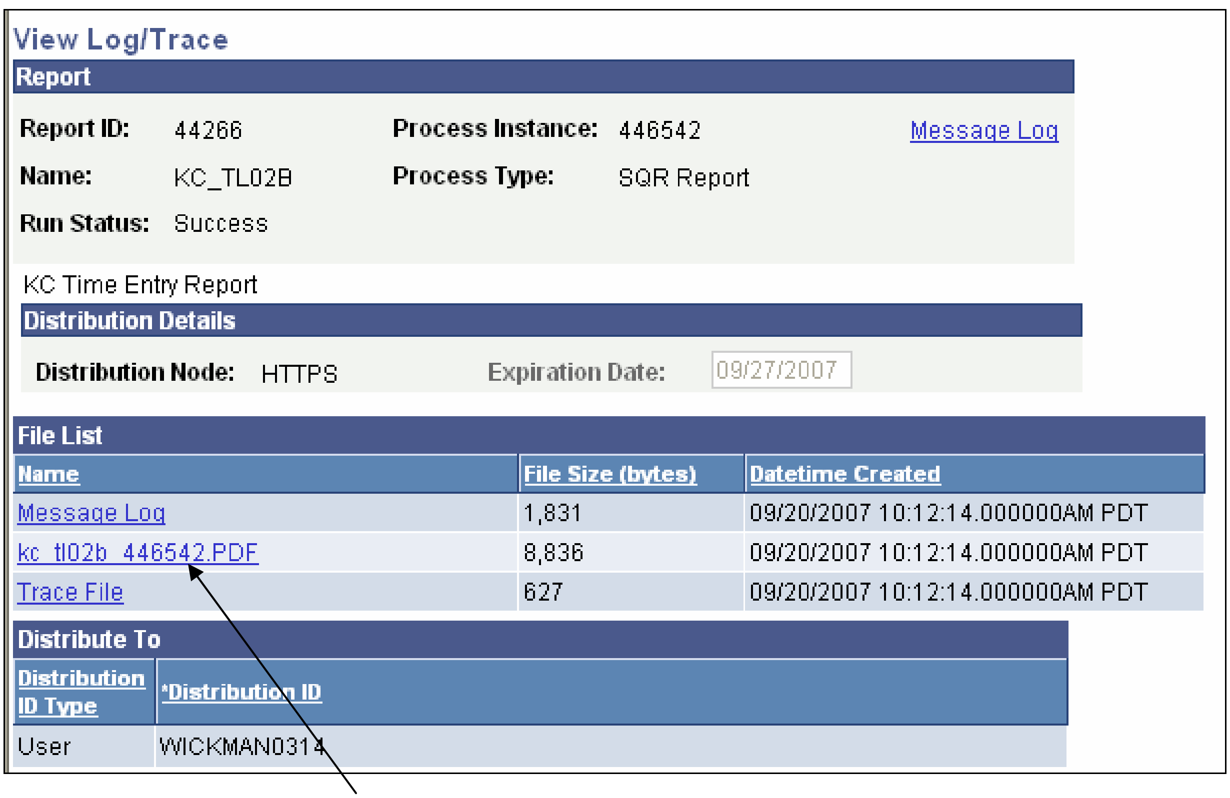
Parameters Transfer

Message Log

Batch Timings

View Log/Trace

- Click on "View Log/Trace" hyperlink



View Log/Trace

Report

Report ID: 44266 **Process Instance:** 446542 Message Log

Name: KC_TL02B **Process Type:** SQR Report

Run Status: Success

KC Time Entry Report

Distribution Details

Distribution Node: HTTPS **Expiration Date:** 09/27/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,831	09/20/2007 10:12:14.000000AM PDT
kc_tl02b_446542.PDF	8,836	09/20/2007 10:12:14.000000AM PDT
Trace File	627	09/20/2007 10:12:14.000000AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	WICKMAN0314

- Click on the PDF hyperlink
- Print your PDF if needed